

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
MARCH 20, 2003**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by telephone conference on Thursday March 20, 2003, at 1 p.m. Eastern Standard Time (EST). Chairperson Dr. Kenneth Jackson of the New York State Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance as identified in the committee's previously distributed agenda.*

AGENDA ITEMS

Fields-of-Accreditation Tables

The tables prepared by the committee and circulated previously at the Seventh NELAC Interim Meeting (December, 2001) were discussed, together with tables offered by Dr. Carl Kircher. Dr. Kircher's tables were similar, but with addition of matrix and method codes (as published by the Proficiency Testing Committee on the NELAC Website). It had been the intention to update the Committee's 2001 tables by addition of a new column having a composite "field-of-accreditation" code. However, the nature of the codes that were developed (6 digits for technology; 8 digits for method; and 4 digits for analyte) preclude this. Dr. Jackson agreed to update the tables, without addition of codes, and send them to the NELAC chair within two weeks, to allow them to be published prior to the Ninth NELAC Annual Meeting (NELAC 9).

NELAC Informational Document

The sections previously removed from Chapter 1, because they were not "standards," were considered for incorporation into an informational document that would be the responsibility of NELAC. It was suggested that it might be appropriate for this to be bound with the NELAC standards.

Dr. Jackson will assign these sections, for any required modification, to Committee volunteers.

Standards Review Committee Organization

The Committee discussed whether it would be appropriate to develop more detailed procedures for organization and operation of the Standards Review Committee. It was suggested that this should become the responsibility of that committee once it has been formed, based on the duties described in the amended Chapter 1. Ms. Lara Autry, the NELAC Director, stated that this is already an action item on the agenda of the upcoming April Caucus of the Transition Committee and the INELA and NELAC Boards of Directors. The Committee agreed to defer this matter to the Caucus and to the Transition Committee.

OTHER BUSINESS

Dr. Jackson asked the Committee to consider whether any further action items must be dealt with prior to the Committee's dissolution after NELAC 9.

NEXT TELECONFERENCE

The next teleconference will be held April 17, 2003 at 1:00 - 2:30 p.m. Eastern Daylight Time (EDT).

ADJOURNMENT

With no other business, the meeting was adjourned at 1:50 pm.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
MARCH 20, 2003**

Item No.	Action	Date to be Completed
1.	Dr. Kenneth Jackson will update the Field-of-Accreditation tables and send them to the NELAC Director	March 31, 2003
2.	Dr. Jackson will assign the sections of Chapter 1 that will be in the informational document to Committee members.	March 24, 2003

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
MARCH 20, 2003**

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